



Anglican Diocese of Fredericton
ROLES AND RESPONSIBILITIES

Synod Hospitality Committee

Brief Description and Mandate

To co-ordinate greeting and hospitality, monitor the invitation process and oversee the attention to needs of invited guests as required.

On-going Responsibilities and Reporting

- Guest needs: accommodations, transport, requirements for presentations.
- Work with the Bishop and Bishop's Secretary regarding invitations to guests and ecumenical observers.
- Assure invited guests receive courtesies of the house.
- Co-ordinate details regarding ecumenical guests
- Prepare and present the Synod courtesies report at the conclusion of the session of Synod.
- Report regularly to Synod Planning

Membership

- Chair
- Bishop's Secretary
- Ecumenical Officer
- Others as needed

Budget

Budget and discretionary funds to assist with hospitality for Synod guests.

Sub-groups and Other Links

Synod Planning Committees, Bishop's Office, Ecumenical Officer, Synod invited guests.

Updated		
Day	Month	Year
13	02	2008